

McMaster University
Lobbying Act Compliance Form

1. Employee Information	
Name:	
Title:	
Department/Unit:	
Date form submitted:	

2. Disclosure of Activity

Have you had any pre-arranged oral communications (meetings or phone calls) with a public office holder (POH) and/or designated public office holder (DPOH) within the past month?

Yes No

POH and DPOH are defined as:

1. A minister of the Crown or a minister of state and any person employed in his or her office;
2. Any other public office holder who occupies the senior executive position, whether by the title of deputy minister or an assistant deputy minister or occupies a position of comparable rank;
3. Any individual who occupies a position that has been designated by regulation under the provisions of the Lobbying Act;
4. A member of the Senate or the House of Commons and any person on the staff of such a member;
5. A person who is appointed to any office or body with the approval of the Governor in Council, other than a judge receiving a salary under the Judges Act or the lieutenant governor of a province;
6. An officer, director or employee of any federal board, commission or other tribunal;
7. A member of the Canadian Armed Forces; and
8. A member of the Royal Canadian Mounted Police.

If yes, pursuant to the Federal *Lobbying Act*, certain information needs to be disclosed relating to these communications. Please provide details below:

(If you require additional fields please complete supplementary forms)

3. Details of Communications with POH/DPOH	
Date of communication:	
Name of POH/DPOH:	
Position title:	
Branch or Unit:	
Government Institution:	
Subject matter of communication:	

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Name of POH/DPOH:	
Position title:	
Branch or Unit:	
Government Institution:	
Subject matter of communication:	

4. Previously Held Public Office(s)

Have you previously held a public office(s) as outlined in section 2 above?

Yes No

If yes, please provide the following information:

Name of Public Office held:	
Position held:	
Dates in position:	

Name of Public Office held:	
Position held:	
Dates in position:	

Once you have completed this form please return it electronically to:

<p>Alex Lawson lawsona@mcmaster.ca Ext. 21204</p>
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